***Technology Software***

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| --- | --- |
| **Skill** |  |
| **Microsoft Office Suite** | Open Microsoft Office Suite |  |
| Use the icons on the Ribbon |  |
| Use the Office button and the actions associated with it |  |
| Modify the Quick Access Toolbar |  |
| Add a Hyperlink to a document |  |
| Copy and paste text from a Word document to a PowerPoint slide |  |
| Place an Excel worksheet into a Word document and a PowerPoint slide |  |
| Edit an Excel chart in a Word document and a PowerPoint slide |  |
| Embed an Excel worksheet into a Word document |  |
| Run a PowerPoint slideshow from a Word document |  |
| Create contacts in Outlook and export them to Access |  |
| Place Access data into a PowerPoint slide |  |
|  |  |
| **Microsoft Word** | Start Word and create a new word processing document |  |
| Navigate the Word workspace |  |
| Spell-check a document |  |
| Add clip art to a document |  |
| Format a document |  |
| Insert a hyperlink into a document |  |
| Create a table in a document |  |
| Preview a document for printing |  |
| Undo and redo |  |
| Save material as a Web page |  |
| Create a diagram |  |
|  |  |
| **PowerPoint** | Start PowerPoint and create a new presentation |  |
| Navigate the PowerPoint workspace |  |
| Add slides to a presentation in a variety of layouts |  |
| Add clip art to a slide |  |
| Add slide transitions |  |
| Save a presentation |  |
| Save a presentation as an HTML document |  |
| Print a presentation |  |
| Copy a presentation to a CD |  |
|  |  |
| **Excel** | Start Excel and create a new workbook suitable for use in a variety of student learning activities |  |
| Navigate the Excel workspace |  |
| Add, modify, and manipulate data in a worksheet |  |
| Chart worksheet data |  |
| Add worksheets to a workbook |  |
| Add formulas and functions in a worksheet |  |
| Save a workbook |  |
| Save a workbook as a Web document |  |
| Print a workbook |  |
|  |  |
| **Access** | Start a new database |  |
| Create tables for data display |  |
| Create forms for input of data |  |
| Create reports of the database |  |
| Edit the data and fields that display the data |  |
| Create queries off the information in the database |  |
| Print reports |  |
| Save the database |  |
|  |  |
| **Outlook** | Display a summary of the current day using Outlook Today |  |
| Send an e-mail message |  |
| Check incoming e-mail messages |  |
| Construct a calendar |  |
| Create an address book using Contacts |  |
| Create several reminder notes |  |
| Delete unwanted items in folders |  |
|  |  |
| **Publisher** | Start a document from a publisher template |  |
| Navigate the Publisher workspace |  |
| Resize a text box in a publication |  |
| Add a frame or artwork to a document |  |
| Cut, copy, and paste in a document |  |
| Preview a document for printing |  |
| Create a blank Publisher document |  |
| Identify Publisher Design Sets |  |
| Print a publication |  |





















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